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# MALPRACTICE AND MALADMINISTRATION POLICY

Last updated: 07/04/2026 | The Teacher Trainer Ltd. would hereafter be referred to as TTT in this document.

## 1. Scope and Communication

**Scope:** This policy applies to all TTT customers, including learners and staff involved in delivering or using TTT qualifications.

**Accessibility:** The policy is available to all stakeholders on the TTT website footer section.

**Staff Induction:** All staff involved in assessment, delivery and quality assurance must read and understand this policy during induction.

**Review:** This policy is reviewed annually and updated as necessary to reflect legislative or awarding organisation changes.

## 2. Policy Statement and Purpose

- **Purpose:** This policy sets out the steps for reporting and investigating suspected or actual cases of malpractice or maladministration.
- **Integrity:** TTT will act on all reports to protect the integrity of training courses, qualifications and quality assurance systems.
- **Reporting:** TTT has a professional responsibility to report non-adherence to this policy to the relevant Awarding Organisation.

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### 3. Definitions

**Malpractice:** Malpractice is any deliberate activity or practice that contravenes regulations and compromises the integrity of the assessment process or the validity of certificates. Examples include:

- Use of false ID during registration
- Plagiarism or cheating in exams
- Plagiarism or cheating in assignments and practical observations
- Collusion (working with others on individual coursework)
- Fabrication, forgery, falsification of records or creation of false records
- Submission of false information to gain a qualification
- Impersonation or assuming the identity of another learner
- Misconduct such as bribery or unnecessary discrimination
- Submitting work generated wholly or substantially by an AI tool without disclosure, unless explicitly permitted by the qualification requirements

**Maladministration:** Maladministration is any activity or practice resulting in non-compliance with administrative regulations, including persistent mistakes or poor record-keeping. Examples include:

- Falsifying administration, assessment or exam records
- Failure to meet Awarding Organisation or regulatory requirements
- Breach of confidentiality regarding staff or learner information

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#### 4. Preventing Learner Malpractice:

TTT takes proactive steps to reduce the occurrence of malpractice, including:

- Using induction periods to inform learners of this policy and potential penalties
- Providing guidance on appropriate citation and referencing formats to avoid plagiarism
- Implementing access controls on networked computers to prevent unauthorised access to others' work
- Using varied assessment methods, such as professional discussions and staged submissions, to verify the authenticity of work
- Utilising AI-assisted plagiarism and content detection software to verify the authenticity of all submitted work (Learners are informed of TTT's use of AI-assisted detection tools through the Course Terms and Conditions and through induction materials provided at the start of the course.)

#### 5. Reporting and Initial Action

Reports of suspected malpractice or maladministration must include the learner's name, involved staff details, the affected qualification and the nature of the incident. TTT will follow these timelines:

- **Acknowledgement:** Within 7 calendar days of receipt
- **Investigation Resolution:** Aimed to be completed within 14 calendar days
- **Outcome Notification:** Within 7 calendar days of a decision

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## 6. The Malpractice Hearing Procedure

When malpractice is suspected, a panel consisting of the course Tutor, Assessor and Internal Quality Assurer (IQA) will investigate. If the Tutor and Assessor are the same person, an independent third party may be invited.

The hearing follows these steps:

1. **Panel Introduction:** The IQA introduces the panel and explains the meeting's purpose
2. **Learner Response:** The learner submits their written response or presents an oral statement
3. **Panel Questioning:** The panel asks relevant questions about the work in question
4. **Deliberation:** The learner leaves the hearing while the panel discusses the evidence and appropriate sanctions
5. **Notification:** The learner returns and is informed of the recommended outcome

## 7. Investigation and Outcomes

During the investigation, TTT may request further information or conduct interviews. If malpractice is confirmed, one or more of the following sanctions may apply:

- Disallowing all or part of the assessment evidence
- Disqualification from the course or qualification
- Revoking a previously awarded grade
- Permanent exclusion or deregistration from the organisation
- Requirement to redo or repeat the work

**Note:** There is no automatic right of reassessment if a learner is failed due to malpractice. Decisions made by the Awarding Organisation upon escalation are final.

## 8. Data Protection and Investigation Records

- **Compliance:** All personal data processed during a malpractice investigation is handled in accordance with the UK GDPR and the Data Protection Act 2018.
- **Access:** Access to investigation records is strictly limited to authorised personnel, including the IQA and Centre Manager
- **Retention:** Malpractice records and evidence will be stored securely for a period determined by the relevant Awarding Organisation's requirements, after which they will be disposed of in line with the TTT Privacy Policy.

## 9. Staff Malpractice

Staff malpractice includes altering mark schemes, assisting learners in a way that influences assessment outcomes or making fraudulent certificate claims.

- **Investigation:** Allegations are reported to the Centre Manager, who conducts or nominates an investigation officer
- **Stages:** Staff will be informed of the issue, evidence will be collected and a formal meeting will be held
- **Consequences:** Proven malpractice will be reported to the Awarding Organisation and may result in internal disciplinary action

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10. **Assessment and Certification Standards:** To ensure the validity of results, TTT adheres to strict protocols:

- Marks and grades are randomly sampled by the IQA at TTT
- Assignments are generally marked and verified within 7 calendar days at TTT
- All certificates are checked against internal learner progress records at TTT
- Any detected errors are reported immediately to the Awarding Organisation for correction by TTT